

## HAYWARD EXECUTIVE AIRPORT HANGAR WAITING LIST POLICIES

1. There are hangar waiting lists for four types of hangars at the Hayward Executive Airport:

	<u>HANGAR</u>	<u>DOOR OPENING</u>	<u>HEIGHT</u>	<u>TOTAL</u>
a.	Small T-Hangar (approx. 795 sq. ft.)	40ft.	9'5"	10
b.	Standard T-Hangar (approx. 1,000 sq. ft.)	41ft	12'6"	170
c.	Large T-Hangar (approx. 1,270 sq. ft.)	46ft.	13'8"	12
d.	Executive T-Hangar (approx. 3,600 sq. ft.)	59ft.	15'11"	14

2. A refundable \$100 deposit is required for each hangar size applied for.
3. For information concerning the hangar waiting lists, please call (510) 293-8678 or stop by the Airport office for an application. When the application is completed, signed, and received at the Airport office, it will be stamped and the time of day entered. An applicant's priority number is determined by the date and time the application is received.
4. Only applications provided by the Airport office or from the City website will be accepted.
5. An applicant need not own an aircraft while waiting for hangar space, but must have it upon occupancy.
6. Co-owners of aircraft must apply under one owner's name only, or complete separate applications.
7. Applicants may appear on all four lists at the same time and may have a possession of a maximum of three (3) hangars at a time.
8. Parties already in possession of three (3) City-owned hangars and wishing to rent an additional hangar will be placed on a secondary list, and will not be eligible for another hangar until the primary list is exhausted.
9. The person whose name appears at the top of a specific list will be offered the first available space in that category of hangar only.
10. The waiting list is updated annually in October or as needed.
11. Applicant will be dropped from waiting list(s) under the following conditions:
  - a. Failure to renew application when requested by the Airport office;
  - b. Failure to respond to notification of hangar availability after **5 working days**;
  - c. Failure to provide current address and phone number; and/or
  - d. At applicant's request
12. If a hangar applicant does not accept a hangar within **5 working** days from the time notified, the next applicant on the waiting list will be notified. **Following proper**

**notification by the City, an applicant will be permitted to remain at the top of the waiting list in the event of one refusal.** In the event of **two** refusals the applicant's name will be removed from the list or, reinstated at the bottom of the list if a new application is submitted.

13. If an applicant is notified that a hangar is available and they do not yet have an FAA Registration Certificate the applicant will be determined ineligible and will be passed over **once**, without penalty. However, if an applicant is determined to be ineligible **twice**, the City will automatically move the applicant's name to the bottom of the hangar waiting list.
14. Prior to entering into a hangar agreement with the City, the applicant must be able to provide a valid **FAA Registration Certificate** showing the applicant as the owner or co-owner of the aircraft to be stored in the hangar. This document must be presented to the City at the time the agreement is executed. City does **not** accept an FAA Application Registration as proof of ownership. In the case of an unfinished homebuilt, an FAA Registration Certificate must also be submitted.
15. Upon execution of any hangar tenancy agreement with the City, new tenants shall provide evidence that aircraft to be stored in City owned hangars are maintained in flyable and airworthy condition. This may be accomplished by furnishing copies extracted from aircraft logbooks that show the date of last annual inspection, or by physical inspection of the aircraft by the Airport manager, or his/her appointed designee.
16. The applicant can elect to include co-owners of the aircraft on the Rental Agreement. Co-owners must sign the agreement at the time of execution. Current and subsequent owners or part owners of the aircraft who are **not** named on the rental agreement are not entitled to any interest in the hangar thereafter and **MAY NOT** be added after execution of the agreement.
17. Should it become apparent to the City, that the person(s) whose name(s) appears on the executed lease agreement, have voluntarily forfeited their tenancy rights through illegal sub-lease of City owned hangar premises, the City shall have the right as owner, to have unrecognized aircraft, vehicles and personal belongings removed from City owned property at Lessor's sole expense. Any discovery related to illegal activity or removal action by the City shall constitute a breach of contract and nullify any continuation of lease beyond that date.
18. Only aircraft owned or co-owned by the applicant, verified by a valid FAA Registration Certificate, will be authorized to occupy the Hangar.
19. Subleasing or transfer of a hangar is strictly prohibited.
20. An applicant may be denied hangar space if the applicant is in default of any other lease, agreement, or permit, or in violation of any Airport rules and regulations, unless the violation or default is cured within 5 days of hangar availability.
21. The hangar waiting lists will be posted publicly on the bulletin board in the lobby of the Airport office.